



## CITY OF FEDERAL WAY

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# Summer Camp Program

### Federal Way Community Center Location

876 S 333rd St  
Federal Way, WA 98003

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## PARENT MANUAL

Your comprehensive guide to ensure  
you and your child have a  
successful experience with  
Federal Way Parks and Recreation

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Federal Way Parks and Recreation welcomes you and your family to our Summer Camp Program. We are looking forward to many new adventures, experiences and friendships. This manual will provide you with information about our program including our operating policies and procedures. Please take the time to review this information prior to the start of camp. If you have any questions or concerns at any time, feel free to contact the Community Recreation Coordinator, Kimberly Ledyard at 253.835.6934 or [kim.ledyard@cityoffederalway.com](mailto:kim.ledyard@cityoffederalway.com)

253.835.6900

[itallhappenshere.org](http://itallhappenshere.org)

**Our GOAL**

Our goal is to provide safe, fun and enriching summer day camp program for school aged youth. Weekly themes have been developed to guide your child through a week of fun, interesting and meaningful activities. Through active participation in the Federal Way Summer Camp, our staff fosters an environment for positive behaviors and habits for social, physical and emotional wellbeing. To make these goals a reality, the City of Federal Way employs qualified, compassionate staff members who have a fondness for children and will be a positive influence in their lives.

**Enrollment and Registration****Enrollment:**

The Summer Camp is open to children in grades K-9th.

Cubbies is for kids entering Kindergarten in the fall.

Craze and Commotion is for kids entering 1st-6th grade in the fall.

Teen Camp is for kids entering 7th-9th grade in the fall.

**Registration:**

Summer Camp registration begins in March and will be available throughout the summer, as space allows. Camp registration can be done in person, on the phone or online at [www.itallhappenshere.org](http://www.itallhappenshere.org) (click register—member login—adding appropriate camp to shopping cart)

Registration is based on first –come, first-serve basis depending on space availability. At the time of registration—participant information is collected and Liability/Rockwall waivers are signed.

**Payment Information, Fees and Refunds****Payment Deadlines**

Payments are run Monday morning (a week prior to camp). The card that is charged is the one used in the initial registration. If the card on file needs to be updated, please contact Kimberly Ledyard at [kim.ledyard@cityoffederalway.com](mailto:kim.ledyard@cityoffederalway.com)

- If payment is declined, you will be notified via phone call, email and/or at checkout. Accounts must have a ‘zero’ balance by Monday at 6:00PM (a week prior to camp) or a late fee will be added. If payment is not made by Wednesday at 6:00pm (5 days prior to camp), your spot will be forfeited and given to the next person on the wait list. Scheduled payments must be made by Visa or MasterCard.

**Payment Information, Fees and Refunds—Continued**

**Weekly Camp Fees**

Cubbies, Craze and Commotion

Register by May 31st for early bird rate \$185 per week

Registration begins June 1st for regular rate \$195 per week

Teen Camp

Register by May 31st for early bird rate \$190 per week

Registration begins June 1st for regular rate \$200 per week

\$40 Enrollment Fee is a annual summer camp fee that is non-refundable/  
non-transferable.

**Weekly Deposits**

Cubbies is limited to 20 campers per week. Craze and Commotion is limited to 110 campers per week. Teen Camp is limited to 22 campers per week. For this reason, if you would like to reserve space for your child a \$50 deposit for the week (s) they are planning to attend is required up front.

**The weekly deposit is non-refundable and non-transferable.**

The deposit will be applied to your weekly camp fees.

**Late Pickup Fee**

In the event you are going to be late to pick up your camper, please call the program cell phone 206.255.8706 to inform the camp staff. This courtesy call will not waive the late fee. There will be a late charge of \$1.00 per minute for children not picked up by 6pm and increased to \$2.00 per minute after 6:30pm. Payments for late-fees are due upon pickup. King County Child Protective Services will be called if a child is not picked up by 7:30pm.

**Refunds as per Federal Way Community Center Policy:**

\*Withdrawals requested by 6:30am on the Friday prior to camp start date will receive a refund (less the \$50 deposit and \$40 enrollment fee).

\*No refunds are issued beyond the 48 hour mark to start of program

Requests for refunds must be made in writing and include the name of the camper, camp date (s) and the reason for the refund request. Special circumstances, such as serious illness, injury or family emergency will be considered when processing refund requests. There will not be a discount or a refund for days missed. The weekly deposit is non-transferable and non-refundable.

### **Program Information**

#### **Program Hours:**

Campers should arrive by 9:00am and stay until 4:00pm to avoid missing field trips and daily activities. During these hours, campers will be taking part in activities based upon weekly themes and projects consisting of arts & crafts, recreation and physical fitness games, science and nature, field trips, swimming, rock climbing and other exciting activities.

CUBBIES, CRAZE, COMMOTION AND TEEN

Hours: 6:30AM—6:00PM Monday-Friday (no camp on 7/4)

Extended Care Hours: 6:30AM-9:00AM and 4:00PM-6:00PM

Regular Program Hours 9:00AM-4:00PM

Location: All hours at The Federal Way Community Center

**Communication**—To ensure that we are providing the best possible experience for your child, we want to hear from you! Good or bad, as recreation leaders we want to communicate with you on any issue that may come up during the course of camp. PLEASE do not hesitate to talk with us or inform us about how best to interact with your children.

#### **Check In/Out Procedures**

For children's safety, a parent or guardian must accompany all children at arrival and departure time. Each child is required to be signed in and out each day. Photo identification is required at the time of pick-up each day.

#### **Lunch/Snack**

Parent is responsible for providing a morning snack and lunch each field trip day. We partner with the YMCA and United Way VISTA to provide lunches (M, Tu, Th, F). If you would like to participate in the lunch program, please let us know a week prior to attending. An afternoon snack will be served daily. Please specify any allergies on the enrollment form so we are aware.

#### **Contacting Your Child during program hours**

Participants and program staff can be reached directly. If you have a message for your child, please call the program cell phone at 206-255-8706.

#### **Sun Screen**

Please send your child with their own labeled sunscreen\*. Ultimately it is the parent's responsibility to ensure that their child is covered with sunscreen prior to arriving at camp. Our policy is to remind and encourage campers to wear sunscreen whenever outdoors; however we will not be able to force children to wear it, so please encourage you child to apply sunscreen or to ask for assistance.

### **Sun Screen (continued)**

\*Aerosol sunscreen works well for younger campers as staff can assist more easily in good application.

It is a city policy not to allow employees to physically apply sunscreen to participants. Employees may show children how to apply sunscreen, but will not physically touch participants. Staff may partner children together and supervise participants applying sunscreen to each other at designated times throughout the day.

### **Field Trips and Swimming Information**

#### **Field Trips**

Federal Way Day Camp field trips\* are scheduled on Wednesdays unless otherwise noted. The cost of the field trip is included in your weekly camp fee. Field trips depart promptly at 9:00AM. Please make sure that your child is here on-time. We do not have alternative daycare for your child if they miss the bus departure time. **Provided camp t-shirts must be worn on every field trip.**

\*Field trips are subject to change based on the safety of all kids.

For example, weather conditions may result in changing a field trip to indoors.

#### **Swimming**

All swimming activities will take place in guarded swimming areas. Campers swimming in the deep areas will be required to pass a swimming test conducted by the lifeguards on duty. Outdoor swimming trips may be cancelled due to inclement weather and other plans will be made.

On swimming days, campers should bring a swimsuit and towel. Goggles are optional. Please do not send toys or other water items to camp. We have plenty of items that may be used in the sand and in the water.

#### **Bus Policy**

Bus rules have been developed to ensure the safety of your child and other children while traveling.

- Campers must remain in their seats at all times.
- Open containers of food or drinks are not permitted on the bus.
- In addition, campers may not eat or drink while traveling in the bus.
- Campers must maintain quiet conversations.
- Campers must keep their hands inside the vehicle at all times.
- Campers are not to make inappropriate gestures to passing motorists.
- Misbehavior on the bus may result in your camper not being permitted to attend the next field trip.
- Campers may be immediately dismissed if behavior threatens the safety of themselves, fellow campers, or staff.

**What to Bring and Wear**

To ensure your campers' safety, please send them in active play clothing each day. Children should wear closed toed shoes, such as sneakers, and clothing you feel adequately protects them from the sun and other elements.

**Please provide the following:**

- Participants should bring an extra set of clothes to store in their backpack in case they get wet or dirty.
- Participants should bring extra layers in case the weather changes (jackets, shorts, sweatshirts, etc.).
- Participants should come in closed toed shoes.
- Please send a backpack with your camper's name on it to hold camp belongings each day.
- Please be sure to apply sunscreen on your child each day before camp.
- Please mark all personal items with the child's name for easy identification. Clothing left at camp will be placed in the 'lost and found'. Unclaimed items will be donated on a weekly basis.
- Please bring a water bottle each day labeled with the camper's name.
- Campers will need to bring morning snack along with their lunch, unless they are participating in the free lunch program (if our snacks or lunch do not meet your child's dietary needs, please send lunch and extra snacks).
- Swimming or outdoor water play will happen daily, campers should bring a swimsuit and towel.

**What NOT to bring:**

- Please do not allow your child to bring toys and/or valuables (electronics included) unless special arrangements have been made with camp staff. Our facility and staff will not be held responsible for items that are lost, broken, or stolen.
- Toy weapons, knives, and guns are not permitted.
- Do not send money with campers, unless pre-approved by camp staff.
- Our programs do not permit our campers to play video games, eat candy, or chew gum during program hours.

*\* Camp staff will not be responsible for holding any items that should not have been brought to camp.*

**Illness and Medication Information**

In the event of illness, parents must have alternate plans for childcare. Children not well enough to follow the day’s routine (including outside activities) cannot attend the program. This includes, but is not limited to children with the following symptoms of illness:

- Fever
- Discharging Eyes
- Sore Throat
- Nausea, Diarrhea
- Active Rash
- Stomach Pain

If child becomes ill during program hours, a parent/guardian will be notified and asked to pickup their child. Parents should establish an alternate plan for their child if they are unable to pick up a sick child or if they cannot be reached by telephone during the workday.

**Contagious Disease**

Parents are to inform a program supervisor IMMEDIATELY, when their child contracts a contagious disease (including but not limited to, hand, foot, and mouth, ringworm, chicken pox, conjunctivitis, mumps, measles, viral infections, and lice) or is exposed to one. We will then post a notice to alert parents. Children being treated with antibiotics for a contagious disease may not return to our facility until the danger of infecting others is over.

**Administration of Medicine**

Staff are unable to administer medication to participants at any recreation program.

**Injuries**

Our staff will treat all minor injuries, and parents will be notified at the time of pickup. If the staff determines that the camper should receive medical treatment, a parent/guardian will be notified immediately.

**Emergency Procedures:**

In case of serious illness or injury, the following procedures will be used:

1. Administer First Aid/CPR
2. Call 911
3. Contact parent or emergency contact
4. Transport to nearest hospital (if necessary)
5. File accident/medical report

### **Behavior Expectations & Rules of Conduct**

We are committed to providing a positive atmosphere that is safe and inclusive to all in our community. Therefore, a camper code of conduct has been adopted to govern the actions and behaviors of campers participating in camps.

#### **Camper's Expectations**

- I will be courteous and respectful to the Camp Staff, visitors and other campers.
- I will respect myself and the property of others.
- I will leave rocks, sticks or anything else that is dangerous on the ground
- I will be a good listener, will always use an inside voice while indoors and appropriate language at all times
- I will not join in name-calling, bullying, hitting or non-cooperation.
- I will always be in designated, supervised areas and stay with Camp Staff at all times.
- I understand that Camp has a ZERO TOLERANCE POLICY for fighting, verbal abuse, physical abuse or “play fighting” at anytime.
- Camp Program Staff reserves the right to immediately suspend or expel a participant who is a danger to him/herself or others.
- I will follow these rules on all field trips and outings.

#### **Discipline Policy**

In organizing and maintaining a safe and cooperative program, it is necessary to have specific policies and limitations that govern our facilities, program/staff and the behavior of each child. The following procedures will be used when handling discipline situations:

##### **First incident of continued disruptive behavior:**

- A verbal warning will be issued and the child will be encouraged to continue playing.
- If the situation continues a time-out will be issued.
- The child will be asked to sit out from the group for a designated amount of time (typically their age in minutes) not to exceed 15 minutes.
- A staff person will talk with the child to try to gain a better understanding about the behavior, then informing them that the behavior is inappropriate and how we can work to resolve the issue.
- The child will resume play when the behavior is corrected.
- A parent/guardian will be notified of the situation and have a behavior/incident form to sign when they arrive to pick up their child.



**If the situation/problem continues following the second time-out:**

- A third time-out will be issued. The child will not return to the group. A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended for the remainder of the day’s activities. The child may also lose field trip privileges for the week.
- Parents will be notified that further situations/incidents may result in a one-week non-refundable suspension from the program.
- A Staff-Parent conference will be required before the child returns to the program.

**If the situation/problem continues following the one-day, non-refundable suspension:**

- The child will be removed from the group.
- A youth program administrator will meet with the staff and the child to discuss the situation.
- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be suspended from the program for five days.
- Parents/guardians will be notified that further situations/incidents may result in permanent dismissal from the program.
- A Staff-Parent conference will be required before the child returns to the program.

**If the situation/problem continues following the five-day, non-refundable suspension:**

- A parent/guardian will be contacted and asked to pick-up their child immediately.
- The child will be permanently removed from the program.



## **SUMMER CAMP FAQ**

### **Do kids have to be dropped off at 6:30am?**

No, kids can be dropped off any time during the day and picked up any time during the day. Check-In table will be set up from 6:30am-9:30am and the Check Out table will be set up from 3pm-6pm. If you drop off or pick up outside of those times, please go to the front desk and they will radio for a camp staff to meet you. The exception to this is on FIELD TRIP days. Kids need to be dropped off by 9am.

### **Do you offer partial weeks?**

No, full week camp options are available.

### **Do you offer multiple child discounts?**

No, we do not offer multiple child discounts. We do offer fee assistance if you apply and are approved, you would receive 25% off per week, per child. This can be done at the front desk. Fee reduction will not be back dated.

### **What is your staff to child ratio?**

1 counselor to every 10 kids. We try to lower the camp staff to child ratio during field trips.

### **What does a day of camp look like?**

6:30am-8:30am *Drop off - Kids can either choose to go into a quiet room with board games or a large activity room to move around. Most kids are dropped off between 7am-8:30am. Parents will sign children, kids will put their backpack in designated group bin and lunch in designated cooler.*

8:30am-9am *Kids will participate in large camp opening (large group game, sing songs, go over rules and expectations).*

9am -3:30pm *Kids split into color groups (based on the grades the kids will be going into in the fall).*

**Cubbies (going into K) – Pink, 1<sup>st</sup> – Red, 2<sup>nd</sup> – Orange, 3<sup>rd</sup> – Yellow, 4<sup>th</sup> – Green, 5<sup>th</sup> – Blue, 6<sup>th</sup> – Purple, Teens (7<sup>th</sup>-10<sup>th</sup>) - Aqua**

**Groups will rotate around the FWCC building doing activities, crafts, rockwall and swimming twice a week, and also visit Celebration Park.**

3:30pm *Camp will do a large camp closing with a group activity and camper-of-the-day will be recognized with an award certificate. (one camper from each group is recognized for having an outstanding day).*

4pm-6pm *Camp pick up - Kids can either choose to go outside and play an active game or stay inside for a movie. You will receive a weekly newsletter with information for the week from the check in or check out table every Monday.*

**Can my kids bring their own workbooks and books to work on throughout the summer?**

Sending personal belongings that could get lost or stolen are a risk some parents choose to take. Kids can read in the early morning before splitting into groups and again at the end of the day when all groups are back together. In general, personal belongings should be kept at home. The exception is educational reading material.

**Can my child bring toys or Pokémon Card?**

No, we ask that all toys and Pokémon cards are kept at home.

**How do kids get to field trips?**

We contract with First Student Buses to get our kids to field trips and back to FWCC.

**I'm nervous because my child is not a strong swimmer...**

If you state that your child needs a life jacket on the registration form, she/he will be put into a life jacket every day during swim time until you state otherwise. Staff will be swimming with kids and walking around on the pool deck monitoring swim time. Kids under that age of 7 will be in arms reach of a staff member at all times. If your child needs assistance by a lifeguard they will be required to wear a lifejacket until they can effectively pass a swimming test.

**Are the day camp staff trained?**

Yes, all day camp staff go through training on procedures, policies and best ways to handle discipline. All camp staff receive CPR, First Aid and Bloodborne Pathogen training.

**Do you accept DSHS money?**

No, we are not a licensed childcare and cannot accept DSHS money. Families with foster children may look into Treehouse for sponsorship and funding.

**What fees are due at the time of registration?**

\$40 Non-Refundable Enrollment Fee (good for the entire summer and includes a camp shirt – shirts are picked up on the first day of camp)

\$50 Holding Fees (per week per child) to guarantee a child's space in camp – nonrefundable and nontransferable

*The remaining balance is due the Monday prior to attending camp. If not paid, a late fee of \$10 will be added to account. If payment or arrangements have not been made by Wednesday, child will be withdrawn from program.*

**How do I register my child for camp?**

Go to [itallhappenshere.org](http://itallhappenshere.org) – click register – using your “member log in” to sign into your account – Search for the camp to register for and add it to the cart.

Thank you for your support in making this a great summer!  
Please do not hesitate to be in touch at any point if you have  
any questions or concerns!



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